

## Cancellation Policy

**Our activities tend to be fully booked well in advance. For every late cancellation or no-show, we have to disappoint other students who would have liked to attend.**

### **This is how we work:**

- Once you have signed up for an activity, we expect you to attend.
- If you need to cancel your appointment or workshop, do so at the earliest possible moment.
- For individual appointments: you can use the link in the confirmation and reminder of your registration to cancel up to 24 hours in advance.
- For workshops: we will send you a reminder a week in advance of the workshop. This is your last chance to cancel. Workshops booked within a week before the scheduled date, cannot be cancelled.
- If you cancel after this deadline, you cannot participate in any career services activities for 8 weeks. All existing bookings within this time range will be cancelled.
- Not showing up without notice will mean you cannot participate in any career services activity for 8 weeks. Two no-shows mean you cannot participate for 6 months.
- The cancellation deadlines do not apply if you cannot attend because of circumstances beyond your control. In this case, please notify us as soon as possible.